



☐ Current  
☒ Proposed

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Attorney III	<i>Assistant General Counsel</i>
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	397-101-5795-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Legal Unit	Lisa Powell
DIVISION:	SUPERVISOR'S CLASSIFICATION:
N/A	General Counsel
BRANCH:	REVISION DATE:
N/A	5/12/2022
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b>	
<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel May be Required	<input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input type="checkbox"/> Other ( <i>specify below in Description</i> )
<a href="#">Click here to enter text.</a>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Labor and Workforce Development Agency (LWDA) General Counsel, the Assistant General Counsel provides advice and counsel to LWDA and its departments and boards on a wide variety of labor and employment law, government law, and other novel and complex legal and policy issues. The Assistant General Counsel, in consultation with the General Counsel and Agency's executive team, provides advice on provisions of the Labor Code, implementation of new Labor Code provisions, reviews and makes recommendations on proposed regulations and legislation, and provides guidance and direction on litigation.</p>	

Essential Functions	
40%	Under the general direction of the General Counsel, provides legal advice and counsel to the Secretary, Undersecretary, General Counsel, and executive team on a variety of complex and difficult legal matters, including audits and special investigations, rulemakings and legislation, complicated personnel disputes, complex operational or enforcement matters, and complex record disclosure issues. Participates often in a leadership role in projects that span multiple units of government, such as the LWDA, the Legislature, the Governor's Office, other agencies, or other units within the jurisdiction of the LWDA. The incumbent may have regular communication with top government officials, including high-level appointees of the Governor; and develop partnerships among various stakeholders.
30%	Under the general direction of the General Counsel, provides legal advice and counsel to the Secretary, Undersecretary, General Counsel, and executive team complex litigation, including such litigation involving the defense of units within LWDA, state programs, or state statutes. Coordinates litigation strategy and briefing through LWDA, the Governor's Office, the Attorney General's Office, other agencies, or units within the jurisdiction of the LWDA. Litigation may require complex analysis of a wide range of legal issues including in the fields of constitutional law, government law, employment law, and compliance with California's civil service laws.
25%	Serves as a legal subject matter expert to independently oversee, participate in, or provide advice on various legal issues related to the LWDA, which may include, but are not limited to, issues involving: the Civil Service Act, Fair Employment and Housing Act, the Government Code, Public Records Act, Administrative Procedures Act, Bagley-Keene Act, State Administrative Manual, conflicts of interest, incompatible activities, and rulemaking review and oversight, and workforce and job services programs. Participation includes, but is not limited to, duties of research and drafting, reviewing, or editing documents.
Marginal Functions	
5%	Other duties as assigned.
<b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: Telework is an option, potentially on a full-time basis.	
<b>Type of Environment:</b> <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
<b>Interaction with Customers:</b> <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
<b>5. SUPERVISION EXERCISED:</b> (List total per each classification of staff)	
None. May act as lead on projects with LWDA constituent departments and boards.	

**Civil Service Classification**

Attorney III

**Position Number**

397-100-5795-002

**6. SIGNATURES**

**Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:**

*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

Supervisor's Name: Lisa Powell

Supervisor's Signature:

Date:

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

☒ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD-625 on file.

PMG Analyst Initials

AEL

Date Approved

06/01/2022

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

**Civil Service Classification**

Attorney III

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397-100-5795-002

*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file